



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

JUN 30 2003

PERSONNEL AND
READINESS

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY
(HUMAN RESOURCES)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(MILITARY PERSONNEL POLICY)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(FORCE MANAGEMENT AND PERSONNEL)

SUBJECT: Clarification on the Use of Tuition Assistance for the Purchase of Books

The purpose of this memorandum is to clarify policy reference the use of tuition assistance for the purchase of textbooks in connection with Service members' participation in off-duty voluntary education.

Section 2007 of Title 10, United States Code authorizes Service Secretaries to "pay all or a portion of the charges of an educational institution for the tuition and expenses of a member of the armed forces enrolled in such an institution for education and training during the member's off duty periods." In reference to the "tuition and expenses" clause above, it has been and continues to be DoD policy that tuition assistance funds are not to be used for the purchase of books. Service members are expected to pay for their own textbooks and reading materials, and of course these reading materials remain the property of the purchaser. Such policy ensures government funds are not used to purchase books that may not even be used should a student withdraw from a class for personal or academic reasons, or that a student may profit through the sale of books purchased with government funds.

I request your assistance in ensuring that your Service's policies and practices are consistent with the above. Questions regarding this matter may be referred to Mr. Gary A. Woods, Educational Opportunities Directorate. He may be reached by telephone at (703) 602-4949 ext 161 or by email at gary.woods@osd.mil.

John M. Molino
Deputy Under Secretary of Defense
(Military Community and Family Policy)

cc:
Commander, U. S. Pacific Command
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